Michigan Department
Of Transportation
5100B (12/14)

CHECKLIST TO DESIGNATE AREAS OF EVALUATION FOR REQUESTS FOR PROPOSAL (RFP)

	REQUISITION NUMBER	DUE DATE	TIME DUE
	1738	4/13/2015	noon EST
MDOT PROJECT MANAGER Erin O'Brien	JOB NUMBER (JN) 123028C	CONTROL SECTION (CS) 84911	

DESCRIPTION
98.616 miles of non-freeway sign upgrading in the Newberry TSC

MDOT PROJECT MANAGER: Check all items to be included in RFP WHITE = REQUIRED ** = OPTIONAL Check the appropriate Tier in the box below			**CONSULTANT:** Provide only checked items below in proposal
☐ **TIER 1 ($50,000 - $150,000)**	☑ **TIER II ($150,000-$1,000,000)**	☐ **TIER III (>$1,000,000)**	
☐	☑	☐	Understanding of Service **
☐	☐	☐	*Innovations*
☐	☑	☐	Organizational Chart
☐	☑	☐	Qualifications of Team
Not required as part of Official RFP	Not required as part of Official RFP	☐	Quality Assurance/Quality Control **
☐	☑	☐	**Location:** The percentage of work performed in Michigan will be used for all selections unless the project is for on-site inspection or survey activities, then location should be scored using the distance from the consultant office to the on-site inspection or survey activity.
N/A	N/A	☐	Presentation **
N/A	N/A	☐	Technical Proposal (if Presentation is required)
3 pages (MDOT Forms not counted) Resumes will only be accepted for Best Value Selections	7 pages (MDOT Forms not counted)	14 pages (MDOT forms not counted)	Total maximum pages for RFP **not including key personnel resumes.** Resumes limited to 2 pages per key staff personnel.

PROPOSAL AND BID SHEET EMAIL ADDRESS – mdot-rfp-response@michigan.gov

GENERAL INFORMATION

Any questions relative to the scope of services must be submitted by e-mail to the MDOT Project Manager. Questions must be received by the Project Manager at least five (5) working days prior to the due date and time specified above. All questions and answers will be placed on the MDOT website as soon as possible after receipt of the questions, and at least three (3) days prior to the RFP due date deadline. The names of vendors submitting questions will not be disclosed.

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. The participating DBE firm, as currently certified by MDOT's Office of Equal Opportunity, shall be listed in the Proposal.

MDOT FORMS REQUIRED AS PART OF PROPOSAL SUBMISSION

5100D – Request for Proposal Cover Sheet
5100J – Consultant Data and Signature Sheet (Required for all firms performing non-prequalified services on this project.)

(These forms are not included in the proposal maximum page count.)

REQUEST FOR PROPOSAL

The Michigan Department of Transportation (MDOT) is seeking professional services for the project contained in the attached scope of services.

If your firm is interested in providing services, please indicate your interest by submitting a Proposal, Proposal/Bid Sheet or Bid Sheet as indicated below. The documents must be submitted in accordance with the latest (Consultant/Vendor Selection Guidelines for Services Contracts."

RFP SPECIFIC INFORMATION

☑ ENGINEERING SERVICES ☐ BUREAU OF TRANSPORTATION PLANNING ☐ OTHER

THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS

☑ NO ☐ YES DATED_____ THROUGH _____

☑ **Prequalified Services** – See the attached Scope of Services for required Prequalification Classifications.

☐ **Non-Prequalified Services** – If selected, the vendor must make sure that current financial information, including labor rates, overhead computations, and financial statements, is on file with MDOT's Office of Commission Audits
This information must be on file for the prime vendor and all sub vendors so that the contract will not be delayed.
Form 5100J is required with proposal for all firms performing non-prequalified services on this project.

☑ **Qualification Based Selection** - Use Consultant/Vendor Selection Guidelines.

For all Qualifications Based Selections, the selection team will review the information submitted and will select the firm considered most qualified to perform the services based on the proposals. The selected firm will be asked to prepare a priced proposal. Negotiations will be conducted with the firm selected.

For a cost plus fixed fee contract, the selected vendor must have a cost accounting system to support a cost plus fixed fee contract. This type of system has a job-order cost accounting system for the recording and accumulation of costs incurred under its contracts. Each project is assigned a job number so that costs may be segregated and accumulated in the vendor's job-order accounting system.

☐ **Qualification Based Selection / Low Bid** – Use Consultant/Vendor Selection Guidelines. See Bid Sheet instructions for additional information.

For Qualification Review/Low Bid selections, the selection team will review the proposals submitted. The vendor that has met established qualification threshold and with the lowest bid will be selected.

☐ **Best Value** – Use Consultant/Vendor Selection Guidelines, See Bid Sheet Instructions below for additional information. The bid amount is a component of the total proposal score, not the determining factor of the selection.

☐ **Low Bid** (no qualifications review required – no proposal required.)

BID SHEET INSTRUCTIONS

Bid Sheet(s) are located at the end of the Scope of Services. Submit bid sheet(s) with the proposal, to the email address: mdot-rfp-response@michigan.gov. Failure to comply with this procedure may result in your bid being rejected from consideration.

PARTNERSHIP CHARTER AGREEMENT

MDOT and ACEC created a Partnership Charter Agreement which establishes guidelines to assist MDOT and Consultants in successful partnering. Both the Consultant and MDOT Project Manager are reminded to review the **ACEC-MDOT Partnership Charter Agreement** and are asked to follow all communications, issues resolution and other procedures and guidance's contained therein.

NOTIFICATION
MANDATORY ELECTRONIC SUBMITTAL

Proposals submitted for this project must be submitted electronically.

The following are changes to the Proposal Submittal Requirements:

- Eliminated the Following Requirements:
  - Safety Program
  - Communication Plan
  - Past Performance as *a separate section*
  - Separate section for DBE Statement of goals. Include information in Qualification of Team section

- Implemented the Following Changes:
  - All proposals require an Organization Chart
  - Resumes must be a maximum of two pages
  - Only Key (lead) staff resumes may be submitted
  - Tier III proposal reduced from 19 to 14 pages
  - Forms 5100D, 5100I, and 5100G combined – 5100D
  - Forms 5100B and 5100H combined – 5100B
  - RFP's will be posted on a weekly basis -- on Mondays

The following are Requirements for Electronic Submittals:

- Proposals must be prepared using the most current guidelines
- The proposal must be bookmarked to clearly identify the proposal sections (See Below)
- For any section not required per the RFP, the bookmark must be edited to include "N/A" after the bookmark title.
  Example: Understanding of Service – N/A
- Proposals must be assembled and saved as a single PDF file
- PDF file must be 5 megabytes or smaller
- PDF file must be submitted via e-mail to MDOT-RFP-Response@michigan.gov
- MDOT's requisition number and company name must be included in the subject line of the e-mail. The PDF shall be named using the following format:
  - Requisition#XXX_Company Name.PDF
- MDOT will not accept multiple submittals
- Proposals must be *received* by MDOT on or before the due date and time specified in each RFP

If the submittals do not comply with the requirements, they may be determined unresponsive.

The Consultant's will receive an e-mail reply/notification from MDOT when the proposal is received. Please retain a copy of this e-mail as proof that the proposal was received on time. **Consultants are responsible for ensuring the MDOT receives the proposal on time.**

****Contact Contract Services Division immediately at 517-373-4680 if you do not get an auto response****

Required Bookmarking Format:

I. Request for Proposal Cover Sheet Form 5100D
   A. Consultant Data and Signature Sheet, Form 5100J (if applicable)
II. Understanding of Service
   A. Innovations
III. Qualifications of Team
   A. Structure of Project Team
      1. Role of Firms
      2. Role of Key Personnel
   B. Organization Chart
   C. Location
IV. Quality Assurance / Quality Control Plan
V. Resumes of Key Staff
VI. Pricing Documents/Bid Sheet (if applicable)

2/14/12

.

NOTIFICATION
E-VERIFY REQUIREMENTS

E-Verify is an Internet based system that allows an employer, using information reported on an employee's Form I-9, Employment Eligibility Verification, to determine the eligibility of that employee to work in the United States. There is no charge to employers to use E-Verify. The E-Verify system is operated by the Department of Homeland Security (DHS) in partnership with the Social Security Administration. E-Verify is available in Spanish.

The State of Michigan is requiring, under Public Act 200 of 2012, Section 381, that as a condition of each contract or subcontract for construction, maintenance, or engineering services that the pre-qualified contractor or subcontractor agree to use the E-Verify system to verify that all persons hired during the contract term by the contractor or subcontractor are legally present and authorized to work in the United States.

Information on registration for and use of the E-Verify program can be obtained via the Internet at the DHS Web site: http://www.dhs.gov/E-Verify.

The documentation supporting the usage of the E-Verify system must be maintained by each consultant and be made available to MDOT upon request.

It is the responsibility of the prime consultant to include the E-Verify requirement documented in this NOTIFICATION in all tiers of subcontracts.

9/13/12

Michigan Department of Transportation

SCOPE OF SERVICE
FOR
TRAFFIC & SAFETY SERVICES
Upgrade and Rehabilitation of Non-Freeway Signing

CONTROL SECTION(S): 84911

JOB NUMBES: 123028C

PROJECT LOCATION: Superior Region

DESCRIPTION OF WORK:
98.616 miles of non-freeway sign upgrading in the Newberry TSC

COST OF CONSTRUCTION:
The estimated cost of construction for this project is $1,500,000.

GENERAL INFORMATION:
The following project for non-freeway sign upgrading is for 98.616 miles in the Newberry TSC. See specific project locations on ATTACHMENT A.

ANTICIPATED SERVICE START DATE: May 4, 2015

ANTICIPATED SERVICE COMPLETION DATE: October 5, 2015

PRIMARY PREQUALIFICATION CLASSIFICATION(S):
Permanent Non-Freeway Traffic Signing Plans

SECONDARY PREQUALIFICATION CLASSIFICATION(S):
N/A

DBE REQUIREMENT: N/A

PROJECT MANAGER:

Erin O'Brien, P.E.
Traffic Signing Unit
Design Programs Section
Design Division
Michigan Department of Transportation
Murray D. Van Wagoner Building
P.O. Box 30050
Lansing, Michigan 48909
Phone: 517-373-0748
Fax: 517-373-2330
E-mail: OBrienE@michigan.gov

SCHEDULE

A. Target Date

The target date for the completion of this project is 10/5/15
Intermediate Dates

1. Within seven days of the Department's notice to proceed, contact the Department's Project Manager or designee in Lansing to discuss the project and set up a kick-off meeting.

2. Provide preliminary plans by 7/6/2015, and conduct the Plan Review not later than the 7/20/2015.

3. Provide final plans by 9/8/2015 for the OEC Meeting, and conduct the OEC Meeting no letter than 9/22/2015.

4. Provide revised final plans from OEC and final package by 10/5/2015.

BACKGROUND INFORMATION:

The Michigan Department of Transportation (MDOT) manages an annual sign upgrading program. Projects selected are based on the age and condition of the signs in place along various state trunklines. The sign population on any segment of roadway includes new and old signs. The Department requires use of high-intensity legends and background on all new signs. In general, high-intensity signs are expected to last fifteen years. Any signs three years old and older are considered for replacement. Signs which do not conform to the MDOT's Standard Highway Signs (SHS) Manual, Michigan Manual of Uniform Traffic Control Devices (MMUTCD) and any other applicable guidelines, or have deteriorated to an extent that they no longer provide adequate nighttime reflectivity, are damaged, are incorrectly installed or located, or are structurally deficient will be replaced. Passing zones must be reviewed to determine the correct placement of passing restriction signs.

Large overhead support structures such as trusses, cantilevers, and bridge-mounted sign structures will be evaluated by the Department. This information will be provided when requested by the Consultant during the term of the contract. Determination of replacement or retention of a structure will be made by the Department. The Department will specify repairs required to retain overhead sign structures.

WORK PLAN

Develop signing plans and a signing package suitable for contract letting by the Department. The Non-Freeway Signing Contracts in Grand, Metro, Southwest and University Region will be developed using plan sheets. The Non-Freeway Signing Contracts in Bay, North and Superior Region will be developed using a log format generated from the Department's MTSIS (Michigan Traffic Sign Inventory System) computer program. Access to this MDOT developed computer program will be provided to the Consultant. Divided roadways are developed utilizing plan sheets. Any signing plan sheets must be developed using Microstation software.

The Consultant shall supply all materials necessary for completion of Project Review including the necessary paper prints.

The Consultant shall make trips to the Department offices (Lansing), MDOT region and TSC offices, and to the project site as may be necessary to carry out the services in accordance with the agreement.

The Consultant shall make necessary corrections/changes to the data as directed by the Project Manager or designee. During execution of this Contract, the Traffic Signs Unit Engineer or designee will be considered as the Project Manager.

All signing contract details are produced according to the Department's standardized practice and meet the requirements of the current edition of MDOT Standard Specifications for Construction.

Work which is not covered by current MDOT Standard Specifications, supplemental specifications or special provisions will be described by the Consultant and written in MDOT special provision standard format. A copy of the standard format will be provided when requested by the Consultant. All special provisions written by the Consultant will require Departmental approval.

TASK DESCRIPTIONS

Task 1. Familiarization with Region Practices and Personnel

A. Before beginning the project, the consultant will attend MTSIS training. All computer hardware needs for this meeting will be provided by the Department. If the consultant is already proficient with MTSIS this training may be skipped.

B. At the initiation of the project, the consultant shall attend a kick-off meeting with Project Manager, and TSC/Region staff to become familiar with the needs and practices of the TSC. The meeting will be held at the TSC or Region office.

Task 2. Field review computerized signing inventory

A. The Consultant shall be responsible for field reviewing the project to verify existing sign inventory. The location and mileages of all signs shall be determined utilizing a Distance Measurement Instrument (DMI) or Global Positioning System (GPS). All signs shall be located to a nearest 0.001 mile. All signing discrepancies identified in the field shall be corrected on the Department's computerized inventory by the Consultant.

B. During the field review, the condition of all existing sign and support systems shall be determined using the criteria provided below. This information will be used to determine which signs and supports will be replaced. In general, at least ninety percent of signs and supports are replaced during the sign upgrading contract.

The installation date for signs retained (less than three years old) will be shown on the computerized inventory.

At a minimum, the following information shall be verified and recorded on the computerized inventory:

1. Sign sizes and types
2. Sign message
3. Sign location
4. Sign support system
5. Type of sign support foundation

Task 3. Review of Traffic Control Orders

The Consultant shall be responsible for reviewing existing Traffic Control Orders (TCOs) to ascertain whether existing speed limits and parking restrictions are located properly within the project limits.

Task 4. Recommendations to Michigan Traffic Sign Inventory System (MTSIS)

A. The Consultant shall make signing recommendations utilizing updated computer inventory, complete in detail and acceptable to the Department. These recommendations will be used by the Consultant to develop a contract package used for competitive bid letting and construction execution by prequalified contractors.

B. The Consultant's recommendations to upgrade signs and supports shall be in compliance with the current editions of the MDOT SHS Manual, the Michigan Manual of Uniform Traffic Control Devices, MDOT Guidelines for Signing on State Trunkline Highways, and Traffic Sign Design, Placement, and Application Guidelines.

All proposed signing recommendations by the Consultant shall be input into the Department's MTSIS computer system. Access to the software will be provided to the Consultant at the start of the project.

C. Work details not covered by the Standard Specifications will be covered by special provisions. The plans and specifications produced by the Consultant must meet the requirements of the MMUTCD and must be approved by MDOT.

D. Signs which are unique will be drawn by the Consultant using SignCAD and/or Microstation software according to the latest MDOT SHS Manual and contain complete details for fabrication. Non-standard or variable width sign design will be shown on separate detail sheets. Standard signs at respective locations may be referred to by the standard sign code.

E. Selection of signs, location, letter size, color, etc. will be according to the latest edition of the MDOT SHS. The Consultant is responsible for all decisions on sign selection, placement, and design.

F. Documents that may be required to make contract recommendations by the Consultants shall include current editions of:

MMUTCD
MDOT SHS Manual
MDOT Standard Specifications for Construction
MDOT Supplemental Specifications
MDOT Special Provisions
Traffic and Safety Notes
MDOT Guidelines for Signing on State Trunkline Highways
Traffic Sign Design, Placement, and Application Guidelines
MDOT Sign Support Typical Plans
Other applicable guidelines

Task 5. Plan Review and Review of Proposed Recommendations

A. After field review has been completed and preliminary plans developed by the Consultant, a Plan Review will be arranged between the Project Manager, the Region/TSC Traffic and Safety Engineer or designee and the Consultant to review the entire contract.

The Consultant shall be responsible for making all changes recommended by the Project Manager during the Plan Review, and, thereafter, and during the development of completed plans.

B. After the plans are completed, the Consultant shall notify the Project Manager, Traffic Signs Unit, Design Division in Lansing. All changes to final recommendations required by the Project Manager shall be incorporated by the Consultant.

CONSULTANT RESPONSIBILITIES

A. The Consultant will contact the Project Manager in Lansing to schedule the meeting. The constant is responsible for taking minutes at all meetings.

B. The Consultant will perform all field work, select and design all signs, and set up meetings with Department personnel as may be necessary to fulfill contract requirements.

C. The Consultant will contact the Project Manager to set up a Preliminary Plan Review meeting and submit to the Department an electronic copy of preliminary plans for review. The Project Manager will be provided with a least a three-week period to review preliminary plans. After the Preliminary Plan Review, the Consultant will be responsible for incorporating all the recommended changes made during the Preliminary Plan Review and submit completed plans to the Project Manager.

D. After incorporating written recommendations of the Project Manager and the TSC, the Consultant will contact the Project Manager to set up an OEC meeting and submit to the Department an electronic copy of the final contract plans and final package.

E. Any special sign details produced by the Consultant must comply with MDOT standards.

F. Prepare and submit to the Department the following products with the final package:

1. Title Sheet.
2. Signing Plan Note Sheet.
3. Plan sheets.
4. Special Detail Sheets.
5. Frequently Used Special Provisions and Supplemental Specifications.
6. Special provisions (unique) produced by the Consultant and approved by the Department.
7. Advertising Data Sheet.
8. Notice to Bidders.
9. Trans-port (bid based price report, cost summary).
10. Certification Acceptance Form.
11. Obtain the Utility Clearance and Utility Coordination Clause, if applicable, from the TSC Utility Engineer.
12. Obtain the Coordination Clause from the TSC Delivery Engineer.
13. Obtain the Progress Clause from the TSC Delivery Engineer.
14. Obtain Maintenance of Traffic (MOT) special provision, and any temporary traffic control documents from the TSC Traffic & Safety Engineer. If the project is significant then a Transportation Management Plan (TMP) will be provided by the TSC Traffic & Safety Engineer.

G. Prepare and submit to the Department the following products following the OEC: revised final plans and revised final package.

H. The Consultant must use MDOT current versions of the following software:

1. Microstation
2. SignCAD
3. MTSIS
4. Microsoft Word
5. Microsoft Excel

I. Collect Project Quantities and Perform Cost Estimate/s

The Consultant shall produce Stand Alone PES Worksheet (SAPW), which contains bid item identification, unit of measurement, unit cost.

J. The Consultant shall produce a preliminary cost estimate prior to the Plan Review. The Cost estimate will be updated consistent with plans and throughout each development phase.

K. Monthly Progress Report

On the first of each month, the Consultant Project Engineer shall submit a monthly project progress report to the Project Manager. The monthly progress report shall follow the guidelines in **Attachment B.**

L. The Consultant will provide start and completion dates for each task to the Project Manager for entry into the P/PMS Network. See Attachment C for a list of PPMS tasks.

MDOT RESPONSIBILITIES

A. Project Manager will furnish to the Consultant the following:

1. Typical department log or plan proposal.
2. Appropriate Traffic and Safety Division Notes.*
3. MDOT Sign Support Typical Plans.*
4. MDOT Standard Highway Signs Manual.*
5. MDOT Guidelines for Signing on State Trunkline Highways.*
6. Traffic Sign Design, Placement, and Application Guidelines.*
7. All other applicable guidelines.
8. Access to the Department's MTSIS (Michigan Traffic Sign Inventory System).

** Available on MDOT website.*

B. MDOT TSC will provide the following:
Utility Clearance and Utility Coordination Clause, if applicable, from the TSC Utility Engineer.
Progress Clause from the TSC Delivery Engineer.
Coordination Clause from the TSC Delivery Engineer
Maintenance of Traffic (MOT) special provision and any temporary traffic control documents from the TSC Traffic & Safety Engineer. If the project is significant then a Transportation Management Plan (TMP) will be provided by the TSC Traffic & Safety Engineer.

C. Arrange all meetings.

CONSULTANT PAYMENT – Actual Cost Plus Fixed Fee:

Compensation for this project shall be on an **actual cost plus fixed fee** basis. This basis of payment typically includes an estimate of labor hours by classification or employee, hourly labor rates, applied overhead, other direct costs, subconsultant costs, and applied fixed fee. The fixed fee for profit allowed for this project is 11.0% of the cost of direct labor and overhead.

All billings for services must be directed to the Department and follow the current guidelines. Payment may be delayed or decreased if the instructions are not followed.

Payment to the Consultant for services rendered shall not exceed the maximum amount unless an increase is approved in accordance with the contract with the Consultant. Typically, billings must be submitted within 60 days after the completion of services for the current billing. The final billing must be received within 60 days of the completion of services. Refer to your contract for your specific contract terms.

Direct expenses, if applicable, will not be paid in excess of that allowed by the Department for its own employees in accordance with the State of Michigan's Standardized Travel Regulations. Supporting documentation must be submitted with the billing for all eligible expenses on the project in accordance with the Reimbursement Guidelines. The only hours that will be considered allowable charges for this contract are those that are directly attributable to the activities of this project.

MDOT will reimburse the consultant for vehicle expenses and the costs of travel to and from project sites in accordance with MDOT's Travel and Vehicle Expense Reimbursement Guidelines, dated May 1, 2013. The guidelines can be found at http://www.michigan.gov/documents/mdot/Final_Travel_Guidelines_05-01-13_420289_7.pdf?20130509082418. MDOT's travel and vehicle expense reimbursement policies are intended primarily for construction engineering work. Reimbursement for travel to and from project sites and for vehicle expenses for all other types of work will be approved on a case by case basis.

MDOT will pay overtime in accordance with MDOT's Overtime Reimbursement Guidelines, dated May 1, 2013. The guidelines can be found at http://www.michigan.gov/documents/mdot/Final_Overtime_Guidelines_05-01-13_420286_7.pdf?20130509081848. MDOT's overtime reimbursement policies are intended primarily for construction engineering work. Overtime reimbursement for all other types of work will be approved on a case by case basis.

ATTACHMENT A

Newberry TSC
JN 123028C

M-123	CS 17011	BMP 0.000	EMP 21.869
	PR 3170009	BMP 15.122	EMP 36.991
	CS 17012	BMP 0.000	EMP 15.122
	PR 3170009	BMP 0.000	EMP 15.122
	CS 17081	BMP 0.000	EMP 12.490
	PR 3170009	BMP 36.991	EMP 49.481
	CS 48032	BMP 0.000	EMP 7.977
	PR 1260502	BMP 20.169	EMP 28.146
	CS 48034	BMP 0.000	EMP 20.169
	PR 1260502	BMP 0.000	EMP 20.169
	CS 49131	BMP 0.000	EMP 18.444
	PR 1143305	BMP 0.089	EMP 18.533
M-221	CS 17051	BMP 0.000	EMP 2.545
	PR 3170026	BMP 0.000	EMP 2.494
	PR 1468005	BMP 21.786	EMP 21.837

ATTACHMENT B
CS – JN

MONTHLY PROGRESS REPORTS

The first two pages of this attachment are the necessary layout of the Monthly progress reports and the last three pages are a completed example.

Control Section 00000
Job Number 00000C
Structure Number S00
Date 00/00/00

MONTHLY PROGRESS REPORT

A. Work accomplished during the previous month.

B. Anticipated work items for the upcoming month.

C. Real or anticipated problems on the project.

D. Update of previously approved detailed project schedule (attached), including explanations for any delays or changes.

E. Items needed from MDOT.

F. Copy of Verbal Contact Records for the period (attached).

ATTACHMENT C

MDOT
Preconstruction Tasks
Consultant Checklist
P/PMS Form Only

MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST

Version 11
Updated
07-17-2013

For questions on specific tasks, refer to the P/PMS Task Manual located on the MDOT Website. For assistance in accessing this manual, please contact:
Dennis Kelley: (517) 373-4614

Please indicate with a check in the box next to each task number whether you believe that task will require consultant involvement on the job. Milestones (a specific event at a point in time) are italicized and underlined. See the P/PMS Task Manual for more details. Scheduling assistance may be accomplished with estimated completion dates. While not part of P/PMS, an Authorization Milestone and Post-Design Tasks have been included for your reference.

STUDY (EARLY PRELIMINARY ENGINEERING)

P/PMS TASK NUMBER AND DESCRIPTION

YES	NO		INFORMATION GATHERING/STUDIES	COMPLETION DATE
☐	√	1115	Traffic Data Collection for Studies	Click here
☐	√	1120	Prepare Traffic Analysis Report for Studies	Click here
☐	√	1125	Traffic Capacity Analysis for Studies	Click here
☐	√	1155	Request/Perform Safety Analysis for Studies	Click here
☐	√	1300	Traffic Impact Study	Click here
☐	√	1350	Determine Need for Interstate Access Change Request	Click here
☐	√	1400	Feasibility Study	Click here
☐	√	1500	Corridor Study	Click here
☐	√	1555	Interstate Access Change Request	Click here
☐	√	*155M*	*FHWA Approval of Interstate Access Change Request*	Click here
☐	√	1600	Access Management Study Plan	Click here
☐	√	1700	Other Miscellaneous Studies	Click here

YES	NO		EPE SCOPING ANALYSIS	COMPLETION DATE
☐	√	2100	Scope Verification and Initiation of EPE Activities	Click here
☐	√	2115	Prepare Traffic Analysis Report for EPE/Design	Click here
☐	√	2120	Traffic Data Collection for EPE/Design	Click here
☐	√	2125	Traffic Capacity Analysis for EPE/Design	Click here
☐	√	2130	Prepare Project Purpose and Need	Click here
☐	√	*213M*	*Concurrence by Regulatory Agencies with the Purpose and Need*	Click here
☐	√	2140	Develop and Review Illustrative Alternatives	Click here
☐	√	2155	Request/Perform Safety Analysis for EPE/Design	Click here
☐	√	2160	Prepare and Review EIS Scoping Document	Click here
☐	√	*216M*	*Public Information Meeting*	Click here

MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST

STUDY (EARLY PRELIMINARY ENGINEERING) (cont'd)

P/PMS TASK NUMBER AND DESCRIPTION

YES	NO		EPE DRAFT ANALYSIS	COMPLETION DATE
☐	√	2310	Conduct Technical SEE Studies	Click here
☐	√	2311	Cultural Resources Survey	Click here
☐	√	2312	Recreational Survey – Section 4(f)/6(f)	Click here
☐	√	2313	Endangered Species Survey	Click here
☐	√	2314	Wetland Assessment	Click here
☐	√	2315	Wetland Mitigation	Click here
☐	√	2316	Other Technical Reports	Click here
☐	√	2321	Prepare for Aerial Photography	Click here
☐	√	2322	Finish/Print Aerial Photography	Click here
☐	√	2330	Collect EPE Geotechnical Data	Click here
☐	√	2340	Develop and Review Practical Alternatives	Click here
☐	√	*233M*	*Aerial Photography Flight*	Click here
☐	√	2360	Prepare and Review EA	Click here
☐	√	*236M*	*Approval of EA by FHWA*	Click here
☐	√	2370	Prepare and Review Draft EIS	Click here
☐	√	*237M*	*Approval of Draft EIS by FHWA*	Click here
☐	√	2380	Distribute EA	Click here
☐	√	*238M*	*Public Hearing for EA*	Click here
☐	√	2390	Distribute DEIS	Click here
☐	√	*239M*	*Public Hearing for DEIS*	Click here

YES	NO		EPE FINAL ANALYSIS	COMPLETION DATE
☐	√	2510	Determine and Review Recommended Alternative	Click here
☐	√	*250M*	*Concurrence by Reg Agencies with Recom Alternatives*	Click here
☐	√	2525	Prepare and Review Engineering Report	Click here
☐	√	2530	Prepare and Review Request for FONSI	Click here
☐	√	*252M*	*Approval of FONSI by FHWA*	Click here
☐	√	2540	Prepare and Review FEIS	Click here
☐	√	*254M*	*Approval of FEIS by FHWA*	Click here
☐	√	2550	Obtain ROD	Click here
☐	√	*255M*	*ROD Issued by FHWA*	Click here
☐	√	2570	ITS Concept of Operations	Click here

YES	NO		CONTAMINATION INVESTIGATION	COMPLETION DATE
☐	√	2810	Project Area Contamination Survey (PCS)	Click here
☐	√	2820	Preliminary Site Investigation (PSI) for Contamination	Click here

MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST

PRELIMINARY ENGINEERING – DESIGN

P/PMS TASK NUMBER AND DESCRIPTION

YES	NO		DESIGN SCOPE VERIFICATION AND BASE PLAN PREPARATION	COMPLETION DATE
☐	√	3130	Verify Design Scope of Work and Cost	Click here
☐	√	3310	Prepare Aerial Topographic Mapping	Click here
☐	√	3320	Conduct Photogrammetric Control Survey	Click here
☐	√	3321	Set Aerial Photo Targets	Click here
☐	√	3325	Geotechnical Structure Site Characterization	Click here
☐	√	3330	Conduct Design Survey	Click here
☐	√	3340	Conduct Structure Survey	Click here
☐	√	3350	Conduct Hydraulics Survey	Click here
☐	√	3360	Prepare Base Plans	Click here
☐	√	*311M*	*Utility Notification*	Click here
☐	√	3361	Review and Submit Preliminary ROW Plans	Click here
☐	√	*331M*	*Preliminary ROW Plans Distributed*	Click here
☐	√	3365	Pre-Conceptual ITS Design and Meeting	Click here
☐	√	3370	Prepare Structure Study	Click here
☐	√	3375	Conduct Value Engineering Study	Click here
☐	√	3380	Review Base Plans	Click here
☐	√	3385	Preliminary Load Rating	Click here
☐	√	*332M*	*Base Plan Review (Pre-GI Inspection)*	Click here
☐	√	3390	Develop the Maintaining Traffic Concepts	Click here

YES	NO		PRELIMINARY PLANS PREPARATION	COMPLETION DATE
☐	√	3500	Develop Transportation Management Plan	Click here
☐	√	3510	Perform Roadway Geotechnical Investigation	Click here
☐	√	3520	Conduct Hydraulic/Hydrologic and Scour Analysis	Click here
☐	√	3522	Conduct Drainage Study, Storm Sewer Design, and Use Structural Best Management Practices	Click here
☐	√	3530	Geotechnical Foundation Engineering Report	Click here
☐	√	3535	Conduct Str. Review for Arch. & Aesthetic Improvements	Click here
☐	√	3540	Develop the Maintaining Traffic Plan	Click here
☐	√	3551	Prepare/Review Preliminary Traffic Signal Design Plan	Click here
☐	√	3552	Develop Preliminary Pavement Marking Plan	Click here
√	☐	3553	Develop Preliminary Non-Freeway Signing Plan	7/6/2015
☐	√	3554	Develop Preliminary Freeway Signing Plan	Click here
☐	√	3555	Prepare/Review Preliminary Traffic Signal Operations	Click here
☐	√	3570	Prepare Preliminary Structure Plans	Click here
☐	√	3580	Develop Preliminary Plans	Click here
☐	√	3581	Review and Submit Final ROW Plans	Click here
☐	√	*351M*	*Final ROW Plans Distributed*	Click here
☐	√	3585	Final ITS Concept Design and Meeting	Click here
√	☐	3590	Review Preliminary Plans (Hold Plan Review Meeting)	7/20/2015
√	☐	*352M*	*THE Plan Review (Grade Inspection)*	7/20/2015
☐	√	3595	Conduct ITS Structure Foundation Investigation	Click here

MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST

PRELIMINARY ENGINEERING – DESIGN (cont'd)

P/PMS TASK NUMBER AND DESCRIPTION

YES	NO		UTILITIES	COMPLETION DATE
☐	√	3610	Compile Utility Information	Click here
☐	√	3615	Compile ITS Utility Information	Click here
☐	√	3650	Coordinate RR Involvement for Grade Separations	Click here
☐	√	3655	Coordinate RR Involvement for At-Grade Crossings	Click here
☐	√	3660	Resolve Utility Issues	Click here
☐	√	*360M*	*Utility Conflict Resolution Plan Distribution*	Click here
☐	√	*361M*	*Utility Meeting*	Click here
☐	√	3670	Develop Municipal Utility Plans	Click here
☐	√	3672	Develop Special Drainage Structures Plans	Click here
☐	√	3675	Develop Electrical Plans	Click here
☐	√	3680	Preliminary ITS Communication Analysis	Click here
☐	√	3690	Power Design (Power Drop in Field)	Click here

YES	NO		MITIGATION/PERMITS	COMPLETION DATE
☐	√	3710	Develop Required Mitigation	Click here
☐	√	3720	Assemble Environmental Permit Applications	Click here
☐	√	3730	Obtain Environmental Permit	Click here

YES	NO		FINAL PLAN PREPARATION	COMPLETION DATE
☐	√	3815	Geotechnical Structure Design Review	Click here
☐	√	3821	Prepare/Review Final Traffic Signal Design Plan	Click here
☐	√	3822	Complete Permanent Pavement Marking Plan	Click here
√	☐	3823	Complete Non-Freeway Signing Plan	9/8/2015
☐	☐	3824	Complete Freeway Signing Plan	Click here
☐	√	3825	Prepare/Review Final Traffic Signal Operations	Click here
☐	√	3830	Complete the Maintaining Traffic Plan	Click here
☐	√	3840	Develop Final Plans and Specifications	Click here
√	☐	*380M*	*Plan Completion*	9/8/2015
☐	√	3850	Develop Structure Final Plans and Specifications	Click here
√	☐	3870	Hold Omissions/Errors Check (OEC) Meeting	9/22/2015
☐	√	*3875*	Final Load Rating	Click here
√	☐	*387M*	*Omissions/Errors Checks Meeting*	9/22/2015
√	☐	*389M*	*Plan Turn-In*	10/5/2015
☐	√	3880	CPM Quality Assurance Review	Click here
☐	√	3890	Final ITS Communication Analysis	Click here

MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST

PRELIMINARY ENGINEERING – RIGHT OF WAY

P/PMS TASK NUMBER AND DESCRIPTION

YES	NO		EARLY RIGHT OF WAY WORK	COMPLETION DATE
☐	√	4120	Obtain Preliminary Title Commitments	Click here
☐	√	4130	Prepare Marked Final Right Of Way Plans	Click here
☐	√	*413M*	*Approved Marked Final ROW*	Click here
☐	√	4140	Prepare Property Legal Instruments	Click here

YES	NO		ROW AQUISITION	COMPLETION DATE
☐	√	4411	Preliminary Interviews	Click here
☐	√	*441M*	*Post-Decision Meeting*	Click here
☐	√	4412	Real Estate Services Assignment Proposal and Fee Estimate (Form 633s) for Appraisal Work Authorization	Click here
☐	√	4413	Appraisal Reports	Click here
☐	√	4420	Appraisal Review Reports	Click here
☐	√	4430	Acquire Right Of Way Parcels	Click here
☐	√	4510	Conduct Right Of Way Survey & Staking	Click here

YES	NO		ROW RELOCATION	COMPLETION DATE
☐	√	4710	Relocation Assistance	Click here
☐	√	4720	Prepare Improvement Removal Plan	Click here
☐	√	*442M*	*ROW Certification*	Click here

YES	NO		POST LETTING/AWARD TASKS (FOR REFERENCE ONLY)	COMPLETION DATE
☐	√	4810	Complete Acquisition Process	Click here
☐	√	4820	Manage Excess Real Estate	Click here
☐	√	4830	Provide Post-Certification Relocation Assistance	Click here
☐	√	4910	Conduct ROW Monumentation	Click here
☐	√	5010	Construction Phase Engineering and Assistance	Click here
☐	√	5020	Prepare As-Built Drawings	Click here